



BACKFLOW COORDINATOR

Job Code: 4025
EEO Class Code: Technical
Union Status: GSA
FLSA Code: **Non-Exempt**
Salary Grade: o511

NATURE OF WORK

This is responsible, skilled, technical work managing and maintaining a high level Cross Connections Control Program in accordance with federal, county, and city regulations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Conducts thorough site inspections to assess degree of hazard to the potable water system and protection requirements
- Recommends backflow prevention assembly installations or retrofits
- Inspects and notifies establishments to remove, clean, repair, and reassemble backflow prevention assemblies to assure conformity with prescribed standards
- Researches and recommends modifications for cross connection control standards and specifications
- Prepares schedules for annual testing and certification of backflow assemblies
- Analyzes and maintains records of backflow assembly performance, maintenance, repair, location, size, type, etc.
- Conducts back flow prevention assembly tests when necessary.
- Maintains records of annual permit requirements, certified testers, calibrated equipment, program modifications, etc.
- Initiates notifications for site surveys, periodic testing, annual certification, and approved tester/technician renewal.
- Prepares and makes presentations for public education and trains utility personnel on backflow program requirements
- Responds to water quality concerns and takes appropriate actions to resolve customer complaints
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of laws and regulations pertaining to cross connection control as applicable to potable water supply systems
- Ability to detect and prevent cross connections which pose a threat to public health
- Thorough knowledge of the method, practices, and materials used in the maintenance, repair, and testing of backflow assemblies.
- Thorough knowledge of water distribution systems, including, but not limited to, analyzing and resolving water service complaints, monitoring water quality, and of appropriate methods and procedures
- Thorough knowledge of all facets of water quality controls
- Thorough knowledge of applicable federal, state, and local laws, ordinances, regulations, and guidelines
- Thorough knowledge of local geography, roadways, and jurisdictional boundaries
- Ability to read water atlases, blueprints, plumbing diagrams, etc. to understand water distribution and private plumbing system piping
- Ability to prepare clear and definitive reports of activities

MINIMUM REQUIREMENTS

- Five (5) years experience in water distribution systems

- Certified Class "C" Water Distribution Operator
- Certified Backflow Prevention Assembly Tester
- Certified Cross Connection Control Survey Inspector
- One (1) year verifiable experience in administering and managing a Cross Connection Control Program
- Valid Driver's License

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, copier, and fax machine
- Continuous walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, sitting, standing, pushing, and pulling under unfavorable conditions, such as at construction sites

SUPERVISION RECEIVED

- General and specific assignments are received and performed according to established procedures
- Work is performed with little direct supervision and with latitude for the use of independent judgment in determining work methods, assignments, and priorities
- Work is subject to review by the Utilities Superintendent through observation, consultation, and reports for achievement of desired goals and objectives

SUPERVISION EXERCISED

- None at this time
- However may be supervising Backflow Prevention Device Testers, Municipal Service Workers II, Municipal Service Workers I, and other skilled and semiskilled workers